



**Arizona Department of Transportation  
Organization and Employee Development**

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**Corporate Mandatory Training Requirements**

**(All employees must complete the following courses within 6 months of initial hire date.)**

<b>Class Code</b>	<b>Class</b>	<b>Frequency</b>	<b>Location</b>
ADORI100	Welcome to State Service	Once	AzGU
GEN5120	NEO (New Employee Orientation ADOT)	Once	HRDC
LAW1005	Diversity	Every 5 years	AzGU
LAW1002	Fair Employment Practices (For non-management only)	Every 5 years	AzGU
PHI1001	Standards of Conduct in the Public Sector	Once	AzGU
HRD1020	Preventing Inappropriate Behavior & Workplace Harassment	Every 5 years	AzGU
CSA2300	Introduction Outlook 2003	Once	AZGU
GEN1335T	* Outlook Test-Out	Once	ADOT Learning Center
GEN1352W	Computer Security Awareness (on-line)	Every 2 years	ADOT Learning Center
MDT1075W	Fire Safety (on-line)	Annually	ADOT Learning Center

**Additional ADOT Corporate Mandatory Training Requirements  
(if applicable)**

<b>Class Code</b>	<b>Class</b>	<b>Frequency</b>	<b>Location</b>
RM29	Defensive Driving – Must be taken by all employees that use a state vehicle.	Every 2 years	ADOT Learning Center
RM36	Van Dynamics – Must be taken by all employees that drive a van.	Every 2 years	AzGU
GEN1353W	Telecommuting (on-line) – Must be taken by all employees that will be telecommuting.	Once	ADOT Learning Center
TCH1161	NIMS IS 700 (on-line)	Once	ADOT Learning Center
TCH1163	NIMS IS 100 (on-line)	Once	ADOT Learning Center
TCH1164	NIMS IS 200 (on-line)	Once	ADOT Learning Center
TCH1162	NIMS IS 800 (on-line)	Once	ADOT Learning Center
TCH1165	NIMS IS 300 (classroom only)	Once	AZGU
TCH1166	NIMS IS 400 (classroom only)	Once	AZGU